



**BIDS AND AWARDS COMMITTEE**  
**Resolution No. 2025-010**

**DECLARE RESPONSIVENESS AND RECOMMEND TO AWARD THE  
CONTRACT FOR THE LEASE OF VENUE INCLUDING MEALS AND  
ACCOMMODATION FOR THE CONDUCT OF THE REVISITING PITAHC  
PLANS: STRATEGIC PLANS, RESEARCH AGENDA AND  
COMMUNICATION PLAN ON MARCH 3-7, 2025 IN CAVITE WITH  
REFERENCE NO. RFQ CO-25-001LOV**

**WHEREAS**, the Management Services Division (MSD), as the End-User-Unit (EUU), requested the procurement for the **LEASE OF VENUE INCLUDING MEALS AND ACCOMMODATION FOR THE CONDUCT OF THE REVISITING PITAHC PLANS: STRATEGIC PLANS, RESEARCH AGENDA AND COMMUNICATION PLAN ON MARCH 3-7, 2025 IN CAVITE** with a total Approved Budget for the Contract (ABC) of **THREE HUNDRED TWENTY-FIVE THOUSAND PESOS (PHP325,000.00)**, inclusive of all applicable taxes and other charges;

**WHEREAS**, on 20 February 2025, the Bids and Awards Committee (BAC) Secretariat certified its inclusion in the 2025 Annual Procurement Plan (APP);

**WHEREAS**, on 21 February 2025, the Finance Division certified that funds are available for the procurement of the project;

**WHEREAS**, on the same date, the BAC Secretariat received approved Purchase Request No. 25-02-0023 from the EUU;

**WHEREAS**, on 21 February 2025, the BAC Secretariat drafted the Request for Quotation (RFQ) for the project and sent it to the BAC for further review, comments, and approval;

**WHEREAS**, on 21 February 2025, receiving no objections after further review by the BAC and EUU, the BAC Secretariat sent the RFQ to at least three (3) venues within the vicinity of the selected location. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof in accordance with Annex "H" V(D)(9)(c.ii)(a) of the Updated 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184);

**WHEREAS**, on 22 February 2025, the BAC Secretariat sent the RFQ to the prospective lessors identified by the EUU, namely, VIEW PARK HOTEL, LUXNEST CORPORATION (HORTS HOTELS AND RESORTS, HOTEL KIMBERLY, INC., and THE BAYLEAF HOTEL (CAVITE);

**WHEREAS**, the three (3) lessors, LUXNEST CORPORATION (HORTS HOTELS AND RESORTS, HOTEL KIMBERLY, INC., and LYCEUM OF THE PHILIPPINES UNIVERSITY, INC. (THE BAYLEAF HOTEL – CAVITE), submitted their quotations through electronic mail within the prescribed deadline of submission, which was on 25 February 2025, 12:00 NN;

**WHEREAS**, after the deadline of submission and receipt of quotations, the BAC Secretariat routed the submitted quotations to Technical Working Group (TWG) for evaluation, eligibility, and verification, and to ascertain the documents requirements;

**WHEREAS**, on 26 February 2025, the TWG submitted its Evaluation Report on the Legal/Eligibility, Technical, and Financial Requirements of the project, and **LYCEUM OF THE PHILIPPINES UNIVERSITY, INC. (THE BAYLEAF HOTEL – CAVITE)** and **LUXNEST CORPORATION (HORTS HOTELS AND RESORTS**, were found to be **compliant** to all the



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*Philippine Institute of Traditional and  
Alternative Health Care*



eligibility, technical and financial requirements of the project. (Please see *Technical and Financial Evaluation Report of the TWG*);

**WHEREAS**, on the same date, the TWG submitted its Evaluation Report on the Legal/Eligibility, Technical and Financial Requirements of the project, **HOTEL KIMBERLY, INC.**, was found to be **non-compliant** to all the technical/financial requirement of the project. (Please see *Eligibility/Legal/Technical/Financial Evaluation Report of the TWG*);

**WHEREAS**, on 26 February 2025, the BAC reviewed and confirmed the findings of the TWG. As there is no impending issue relative to the quotation of **LYCEUM OF THE PHILIPPINES UNIVERSITY, INC. (THE BAYLEAF HOTEL – CAVITE)**, the BAC declared it as the lessor with the **Lowest Calculated and Responsive Quotation (LCRQ)** for the above-mentioned project and proceeded to recommend the awarding of the contract.

## RESOLUTION

**NOW THEREFORE**, in the view of the foregoing, the members of the Bids and Awards Committee, hereby **RESOLVE AS IT IS HEREBY RESOLVED**, to:

1. Declare **LYCEUM OF THE PHILIPPINES UNIVERSITY, INC. (THE BAYLEAF HOTEL – CAVITE)** as the lessor with the **Lowest Calculated and Responsive Quotation** for the **LEASE OF VENUE INCLUDING MEALS AND ACCOMMODATION FOR THE CONDUCT OF THE REVISITING PITAHC PLANS: STRATEGIC PLANS, RESEARCH AGENDA AND COMMUNICATION PLAN ON MARCH 3-7, 2025 IN CAVITE**, and
2. Recommend to the Head of the Procuring Entity the awarding of contract to **LYCEUM OF THE PHILIPPINES UNIVERSITY, INC. (THE BAYLEAF HOTEL – CAVITE)** for the **LEASE OF VENUE INCLUDING MEALS AND ACCOMMODATION FOR THE CONDUCT OF THE REVISITING PITAHC PLANS: STRATEGIC PLANS, RESEARCH AGENDA AND COMMUNICATION PLAN ON MARCH 3-7, 2025 IN CAVITE** with total contract amount of **THREE HUNDRED TWENTY-TWO THOUSAND PESOS (PHP322,000.00)**, inclusive of all applicable taxes and other charges.

Adopted this 26<sup>th</sup> day of February 2025 in Quezon City, Philippines.

  
**ATTY. KEENTH N. ALMEÑE**  
Chairperson

  
**DR. FROILAINNE A. DELA CRUZ**  
Vice Chairperson

  
**MS. MA OFELIA G. INFANTE**  
Member

  
**MS. EMELINE ROSE R. MARIANO**  
Member

  
**MS. SHEILA V. PATIÑO**  
Member

Approved by:

  
**MA. TERESA C. INIGO, MD, FPCAM, CESE**  
Director General  
HEAD OF PROCURING ENTITY